



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

KEITH W. COOLEY  
DIRECTOR

**OFFICIAL**

E-mailed: 08/29/07 (kb)

**Bureau of Workforce Programs (BWP)**  
**Policy Issuance (PI): 07-12**

**Date:** August 29, 2007

**To:** Michigan Works! Agency (MWA) Directors

**From:** Janet Howard, Interim Director, Bureau of Workforce Programs **(SIGNED)**

**Subject:** Fiscal Year (FY) 2008 Jobs, Education, and Training (JET) Program Planning Instructions

**Programs Affected:** JET

**References:** Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Interim Final Rule, 45 CFR Parts 261, et al.

TANF Regulations 45 CFR 263.13

Personal Responsibility and Work Opportunity Reconciliation Act of 1996

Workforce Investment Act (WIA) of 1998

WIA; Final Rules 20 CFR Part 652, et al.

**Rescissions:** None

**Background:** The JET Program was established as a new way for assisting welfare applicants/recipients and low-wage workers in succeeding in the labor market. The shift to a new approach from Work First moves to a strong emphasis on helping welfare applicants/recipients and other at-risk workers stay employed, gain skills, and advance rather than only emphasizing initial placement.

This new framing has set the stage for a large-scale reinvention of the state's strategy for addressing poverty and helping working families build the capacity and assets to provide for the long term. Michigan has the opportunity to become a national leader by creating an integrated, multi-sourced strategy. The goal is to help all individuals and families, not just those receiving public

assistance, find the resources they need to overcome obstacles and move up career ladders to self-sustaining, lasting employment. Many interconnections can be made in doing so, including linking employer, community, and faith-based solutions with the human service, education, and training systems.

The JET Program is a partnership between the MWAs, Michigan Department of Human Services (DHS), and Michigan Department of Labor & Economic Growth's (DLEG) BWP, and Michigan Rehabilitation Services (MRS) to connect Michigan's families with the kind of jobs, education, and training opportunities that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

**Policy:**

**PLAN INSTRUCTIONS**

**Together,** MWAs and local MRS and DHS offices shall develop plans to address JET activities for the period October 1, 2007, through September 30, 2008. The JET plan shall consist of the following:

- Section IA. Workforce Development Board (WDB) Plan Approval/Modification Request – which bears the signatures of authorized Chief Elected Officials and the WDB Chairperson.
- Section IB. MWA/DHS/MRS Plan Approval/Modification Request – which bears the signatures of the MWA Director, DHS Local Office Director, and MRS Local Office Director.
- Section II. Plan Narrative – which describes the services and/or planned activities to be provided during the period October 1, 2007, through September 30, 2008, including the referral process for MRS.
- Section III. Budget Information Summaries (BISs) – which identifies the funds allocated to an MWA. Submission of BISs will be required after the interagency agreement between DLEG and DHS has been signed and the allocation PI has been disseminated.

**ALLOCATIONS**

Recognizing that the interagency agreement signature process can be time consuming and prevent development of JET plans, MWA allocations for FY 2008 will be provided in a separate PI after the interagency agreement with the DHS has been signed and State Administrative Board approval has been granted.

## **PROGRAM DESIGN, GOALS, AND OBJECTIVES**

For many Michigan residents, the biggest barrier to economic opportunity and self-sufficiency is the lack of proper education and training.

The JET Program fundamentally changes the way families move off welfare and toward self-sufficiency. Instead of telling those on welfare to “get a job – any job,” the program encourages and supports them as they prepare for and get a good job to provide long-term self-sufficiency for their families.

Local WDBs, MWAs, MRS, and DHS offices will provide a blended approach to helping welfare applicants/recipients become self-sufficient and permanently attached to the labor force, based on the workforce needs of Michigan’s current emerging economy. By helping welfare applicants/recipients get and keep good paying jobs, the state will increase the number of families who are self-supporting and decrease the number of families requiring public assistance. MRS will provide consultation to DHS workers regarding welfare applicants/recipients who were previously deferred from work activity due to disability. MRS will also evaluate referrals from the MWAs and DHS offices for eligibility for MRS services, as well as provide information and referral services and provide direct services to those persons eligible under Title IV of the WIA.

The objective of the JET Program is to provide Family Independence Program (FIP) applicants/recipients with employment-related services, training, and supportive services to obtain and retain employment. Partners will have latitude in the design of JET local service strategies to achieve this goal. MWAs should balance the flexibility of individual program design allowed by state law while ensuring that the participant population as a whole meets federal work participation requirement rates. Federal regulations require that 50 percent of all families meet participation requirements and that 90 percent of two-parent families meet participation requirements to avoid reductions in program funding levels.

**Although it is the expectation that MWAs place a majority of participants into activities that comply with meeting federal work participation requirements, MWAs have the flexibility to place a limited number of eligible participants into extended education/training activities that may conform to the *No Worker Left Behind Program*. Such placements should lead to the elimination of dependence on public assistance.**

The State of Michigan requires work participation of **up to** 40 hours per week for all participants. However, the primary goal is for the State of Michigan to meet the federal participation rates. The MWAs must first ensure that the federal work participation requirements are being met by a majority of the

participants. The federal minimum required weekly hours for each family size are as follows:

Single-parent family <u>with</u> a child under the age of six.....	20
Single-parent family <u>without</u> a child under the age of six.....	30
Two-parent family <u>not utilizing</u> federally-funded day care.....	35
Two-parent family <u>utilizing</u> federally-funded day care.....	55

Non-Cash Recipients (NCRs) and Non-Custodial Parents (NCPs) are not subject to federal participation requirements and will not be included in the federal participation rate. NCPs shall participate for the number of hours required by the Friend of the Court. An Individual Service Strategy shall be developed in consultation with each NCR to determine their hours of participation.

Michigan legislation mandates that participants who are assessed at a reading and/or math skill level of below ninth grade on a standardized assessment must participate in an appropriate comprehensive basic skills education program to address these deficiencies. MWAs must also make every effort to place a minimum of 50 percent of clients who participate in the JET Program into positions that provide wages of \$8 an hour or more. Additionally, MWAs must make available to JET participants guidelines on eligibility for post-employment training and how training/education hours are applied toward work participation requirements.

#### **Michigan's Guidelines:**

Michigan's guidelines allow for the following flexibility in serving participants on an individual level.

- Basic skills education, occupational training, and community service may be used towards meeting participation requirements. Participants may also meet the work participation requirement through enrollment in short-term vocational programs or full-time internships, practicums, or clinicals.
- Participants who lack a high school diploma or General Educational Development (GED) and who enroll in high school completion or classes to obtain a GED may count up to ten hours of classroom seat time, combined with a minimum number of hours of work per week, to meet their work participation requirement.

### **Federal Guidelines:**

The Federal Interim Final Rule identifies eight components as “core” activities and three components as “non-core” activities. Core hours do not have to be completed before non-core hours. For single parents, 20 hours of work-related activities must be spent participating in core activities. Two-parent families not receiving federally-funded child day care must spend 30 hours of the required 35 hours per week participating in core activities. Two-parent families receiving federally-funded child day care must spend 50 hours of the required 55 hours per week in core activities. Core activities may also be used to count towards remaining participation requirements. The components are listed below:

#### **Core Activities**

- Unsubsidized Employment
- Subsidized Public or Private Sector Employment
- Work Experience
- On-the-Job Training (OJT)
- Job Search/Job Readiness Assistance (limit of 12 weeks per year)
- Community Service Programs
- Vocational/Education Training (12-month lifetime limit)
- Childcare for an Individual doing Community Service

#### **Non-Core Activities**

- Job Skills Training Directly Related to Employment
- Education Directly Related to Employment
- Secondary Education (attendance at high school for completion or GED preparation)

All JET plans must include descriptions on how the allowable core and non-core activities will be utilized to serve participants. JET plans must also include detailed explanations of how participation in activities will be documented, verified, monitored, and/or supervised. The descriptions of these documents and procedures must meet the standards conveyed in the state’s TANF Work Verification Plan in order to be in accordance with TANF data reporting and TANF Single Audit preparations.

Documentation requirements for verification of participation in work-related activities are outlined in the Case Management PI 06-34 and its changes.

Plans must describe how the MWA will provide work participation activities that are in accordance with the Interim Final Rule. The State of Michigan will utilize the definitions and guidelines for the allowable activities as outlined in the Interim Final Rule. Please see the Allowable Activities PI 06-11 and its

changes for the complete detailed definitions of all allowable work participation activities.

The Michigan Works! System Plan stipulations apply to the JET plan.

### **PRIORITY OF SERVICE**

MWA, MRS, and DHS directors have latitude in the design of plans to meet the local needs of the community and their participants. With this in mind, implementation of a process/strategy is needed for conducting a comprehensive assessment of local employer needs and identifying which industry sectors and occupations are in greatest demand in the community/region. With assistance from the local MRS representative, a comprehensive evaluation of participant needs and determination of the priorities for service will be required, as well as to identify different service strategies for meeting the needs of different populations. MRS has developed guidance for partners and staff to assure appropriate access to services available through MRS, which is included in this PI.

MWAs are required to serve all FIP applicants/recipients and NCPs. If necessitated by funding constraints, priority will be given to FIP applicants/recipients. However, MWAs must notify the DLEG if all NCPs cannot be served. The MWAs may elect to serve NCRs, at their discretion, provided all FIP applicants/recipients and NCPs have been served.

### **PROGRAM PLANNING and COORDINATION**

The DLEG and the DHS will jointly provide policy and funding oversight for the JET Program. A joint and coordinated planning process must be established between the DHS, MRS, MWAs, and other state and community partners to ensure that the needs of the participants are being met with all of the available community, state, and federal resources. This review and development process will result in a mutually agreed upon plan for delivery of employment and training services. As part of that process, the partners will be expected to engage community collaboratives, establish a joint MWA/MRS/DHS local plan, link efforts with existing programs and strategies of the Regional Skills Alliance and WDB, involve community and/or faith-based partners in the delivery of services, and use a team concept for service planning/delivery. Co-location of staff is encouraged to the extent possible.

During local plan development, partners will have flexibility in customizing innovative education and training opportunities and work participation activities that will best serve the participants in each pilot site. It is expected that, at a minimum, the established federal weekly participation rates will be met.

MWAs and local DHS offices are to work together to jointly develop an orientation method that will deliver information on JET employment and education/training related activities to FIP applicants/recipients. The jointly developed orientation should be designed to meet the needs of the local area. The DHS remains responsible for sending out the JET appointment notices to participants. However, if it is decided that a different method for participant notification is desired, a written agreement between the MWA and local DHS office will be required.

The supportive service agreement between the MWA and the local DHS office shall be updated as needed and kept on file at the MWA.

### **PROFIT**

During service provider contract negotiations, please note the following limitations on profit: the maximum amount of profit a commercial organization can receive is 10 percent of the adjusted cost base. Profit cannot be taken on pass-through costs (e.g., tuition paid to training institutions, OJT costs paid to employers, work experience wages and fringes paid to participants, supportive service costs, all sub-awards under the contractor), or routine costs (e.g., space, maintenance, utilities). When pass-through costs and routine costs are removed from the total cost amount, the balance (i.e., the adjusted cost base) is ordinarily composed of the contractor's personnel-related costs for staff contributing to the contractor's unique capacity to manage and achieve performance results.

The factors used to determine the amount of allowable profit include contractor effort, complexity of the work to be performed, risk borne by the contractor, capital investment of the contractor, past performance, and industry profit rates.

### **USE OF TANF FUNDS**

The MWA uses of TANF funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2007 TANF funds into FY 2008.
- There will be no carry-forward of unexpended FY 2008 TANF funds into FY 2009.
- General administrative costs are limited to 12 percent of the TANF allocation for the fiscal year.

- If available, MWAs may utilize up to 25 percent of the TANF incentive award for general administrative costs.

**USE OF STATE GENERAL FUND/GENERAL PURPOSE (GF/GP)**  
**(contingent upon funding availability)**

MWA uses of state GF/GP funds under this plan are subject to the following provisions:

- There will be no carry-in of unexpended FY 2007 state GF/GP funds into FY 2008.
- There will be no carry-forward of unexpended FY 2008 state GF/GP funds into FY 2009.
- General administrative costs are limited to 12 percent of the state GF/GP allocation for the fiscal year.
- If available, MWAs may utilize up to 25 percent of the state GF/GP incentive award for general administrative costs.
- State GF/GP funds will be utilized consistent with TANF allowability.

**USE OF WIA STATEWIDE ACTIVITIES (SWA) FUNDS**

MWA uses of the WIA SWA funds under this plan are subject to the following provisions:

- Program Years (PYs) 2005 and 2006 WIA SWA funds must be spent prior to spending PY 2007 funds.
- All unexpended PYs 2006 and 2007 WIA SWA funds will be carried into PY 2008.
- Expenditures must be reported as either administrative or program costs in accordance with WIA regulations.
- General administrative costs are limited to 10 percent of the WIA SWA allocation.

**Action:** MWAs, local DHS, and MRS offices shall prepare and submit one JET Program Plan, which is to include a Plan Narrative, WDB Plan Approval/Modification Request, and MWA/DHS/MRS Plan Approval/Modification Request by **November 1, 2007**. Submission of BISs will be required after the interagency agreement has been signed. Plans are required to be submitted by means of the Internet e-mail system to [BadraK@michigan.gov](mailto:BadraK@michigan.gov),



[ReutherS@michigan.gov](mailto:ReutherS@michigan.gov), and [WilliamsJ1@michigan.gov](mailto:WilliamsJ1@michigan.gov). Two hard copies of each plan approval/modification request requiring original signatures must be submitted by November 1, 2007, to:

Ms. Dell Alston, Director  
Workforce Training & Development Division  
Bureau of Workforce Programs  
Michigan Department of Labor & Economic Growth  
Victor Office Center  
201 North Washington Square, Fifth Floor  
Lansing, Michigan 48913

Ms. Louise Wing, Acting Director  
Income Support Program  
Michigan Department of Human Services  
235 South Grand Avenue, Suite 1306  
Lansing, Michigan 48909

Ms. Jean Williams, JET Program Manager  
Michigan Rehabilitation Services  
Michigan Department of Labor & Economic Growth  
Victor Office Center  
201 North Washington Square, Fourth Floor  
Lansing, Michigan 48913

**Inquiries:** Questions regarding this PI should be directed to Ms. Dell Alston at (517) 241-4224.

The information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration**

**Date:** September 30, 2008

JH:BW:kb  
Attachments

**Michigan Rehabilitation Services (MRS)**  
**Jobs, Education, and Training (JET) Procedures**

MRS and the Bureau of Workforce Programs (BWP) have entered into an Interagency Agreement (IA) with the Department of Human Services (DHS) as a partner in the JET Program. The following MRS Agreement Statements appear in the IA.

This JET Procedures document defines for partners, customers, and rehabilitation staff working in this project the MRS role in implementation and operation of the JET Program. It distinguishes between two sets of JET customers: (1) those coded as Incapacitated (IN) and will be referred only by DHS for consultation; and (2) non-IN Family Independence Program (FIP) customers referred from the Michigan Works! Agency (MWA).

**Agreement Statement**

<b>Department of Labor &amp; Economic Growth (DLEG)/MRS will use grant funds to provide services in support of the JET Program</b>
--

**DLEG/MRS Responsibilities:**

**A. General Information and Education of DHS and MWA Staff:**

1. To provide information to and collaborate with DHS, BWP, and MWA staff pertaining to persons with disabilities, services available to JET customers, and the MRS program.
2. To provide information and technical assistance to DHS, BWP, and MWAs pertaining to potential MRS referrals.
3. To assist the DHS, the BWP, and the MWAs in the identification of barriers to employment due to disabling conditions, explore appropriate referral, and provide information as needed.
4. To participate in program-associated training, design, and execution.

**B. Collaboration for Customer Service:**

1. **Consultation:** DHS “IN” Consultation, as defined in this process, is only available for FIP applicants/recipients in “IN” coded status. The process must include:
  - a. MRS can provide professional consultation by a qualified rehabilitation counselor on a limited basis. MRS counselors assigned to JET may provide consultation services for the DHS caseworker. Consultation must be requested by the DHS caseworker and can only be requested for persons alleging a disability or where disability is suspected (see Attachment A).
  - b. MRS will complete and return the DHS “IN” Consultation form (See Attachment A) within 45 days of receipt of a complete medical packet.

- c. Consultation is done pre-MRS application and persons are not considered applicants or referrals for the MRS program. Consultation is a professional service to DHS “IN” customers as a partner in the JET Program.
  - d. MRS will not provide vocational assessment services for persons who are not MRS applicants. Persons who do not wish to become employed are restricted from employment by their physicians, or do not wish to apply for MRS services cannot be considered applicants.
  - e. MRS will not provide medical evaluation or vocational assessment regarding the customer’s disability, nor encourage or discourage the customer from applying or reapplying for Social Security Administration benefits.
2. **Referral:** MWA partners, utilizing their assessment and screening tools, will identify a FIP applicant/recipient with a disability who may require MRS services for employment. The process must include:
- a. The MWA will refer customers to MRS by providing a completed referral form (See Attachment B).
  - b. MRS/JET counselor will respond back to the MWA if the customer should be reconsidered for re-coding to “IN” status.
  - c. MRS will complete and return the MWA JET Referral (See Attachment B) within 45 days of receipt.
3. **Vocational Rehabilitation Services:** Provide appropriate vocational rehabilitation services to customers who are eligible for MRS services. MRS must notify all partners of MRS/JET case closure outcomes.
4. **Triage:** “Triage” is defined as the formal process for the DHS and the MWA to determine if “good cause” exists regarding customer’s non-compliance.

**Note: DHS and MWA procedures are that customers will not be terminated from a DHS and/or MWA program without first scheduling a “triage” meeting with the customer and partners so non-compliance issues can be discussed. The process includes:**

- a. MRS will attend “triage” meetings on an “as needed” basis, in accordance with the JET Program and local agreements. The purpose of MRS participation is to identify disability barriers and/or resources impacting employment.
- b. MRS will not be involved in any portion of the “triage” meeting where customer sanctioning is discussed.

5. **Local JET Plans:** Assure the roles and responsibilities identified in local JET plans are consistent with this agreement. The JET project manager will provide a review and recommendation of all local JET plans.

**C. Collaboration for Customer Tracking and Reporting**

1. Caseloads will be managed to not exceed 80 persons. The DHS and the DLEG will be advised if and when MRS approaches its referral funding capacity associated with this population.
2. The bureau will provide customer information for program evaluation and data needs, as permitted by law and regulations.
3. The bureau will provide a caseload report on a quarterly basis in EXCEL or other agreed upon format that includes the total number of individuals served under the program with Maintenance of Effort Funds. DLEG/MRS will provide a shared unique identifier that may include client name, client ID number, and/or client case number for each participant served; DHS will sort by family.

## JOBS, EDUCATION, AND TRAINING (JET) CONSULTATION REQUEST FORM

All information contained in this form must be completed and any available medical/vocational records attached. This form must accompany the customer or be sent to the JET/MRS counselor prior to scheduling an appointment.

### IDENTIFYING INFORMATION

NAME \_\_\_\_\_  
 DOB \_\_\_\_\_ SSN \_\_\_\_\_

### REASON FOR CONSULTATION

PROFESSED OR SUSPECTED DISABILITY (include available med/voc records)

\_\_\_\_\_  
 \_\_\_\_\_

OTHER RELATED BARRIERS LIKELY DUE TO DISABILITY (include available med/voc records)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPLIED FOR SSA BENEFITS? YES ☐ NO ☐  
 IF YES, CURRENT STATUS Pending ☐ Denied ☐ Appeal ☐ Allowed ☐

HAS THIS PERSON INDICATED AN INTEREST IN EMPLOYMENT?

YES ☐ NO ☐

### DHS CONTACT

DHS OFFICE \_\_\_\_\_  
 EMPLOYEE NAME \_\_\_\_\_ PHONE \_\_\_\_\_

### Consultation RESPONSE -

Person did not appear for scheduled appointment

(Date)

Person was provided information on employment services YES ☐ NO ☐

Person does not feel they are employable. YES ☐ NO ☐

Person wants to apply for MRS services YES ☐ NO ☐

(Comments) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## JOBS, EDUCATION, AND TRAINING (JET) MRS REFERRAL FORM

All information contained in this form must be completed and any available medical/vocational records attached. This form must accompany the customer or be sent to the JET/MRS counselor prior to scheduling an appointment.

### IDENTIFYING INFORMATION

NAME \_\_\_\_\_  
 DOB \_\_\_\_\_ SSN \_\_\_\_\_

### PARTNER IDENTIFICATION

DHS OFFICE \_\_\_\_\_  
 MWA OFFICE \_\_\_\_\_  
 EMPLOYEE NAME \_\_\_\_\_ PHONE \_\_\_\_\_

### REASON FOR REFERRAL

PROFESSED OR SUSPECTED DISABILITY (include available med/voc records)

\_\_\_\_\_  
 \_\_\_\_\_

OTHER RELATED BARRIERS LIKELY DUE TO DISABILITY (include available med/voc records)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPLIED FOR SSA BENEFITS? YES ☐ NO ☐  
 IF YES, CURRENT STATUS Pending ☐ Denied ☐ Appeal ☐ Allowed ☐

HAS THIS PERSON INDICATED AN INTEREST IN EMPLOYMENT?

YES ☐ NO ☐ (IF NO, THIS IS NOT AN APPROPRIATE REFERRAL FOR SERVICES)

WHAT CUSTOMER NEEDS HAVE YOU IDENTIFIED THAT REQUIRES A REFERRAL TO MRS?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### MRS RESPONSE TO REFERRAL -

Person did not appear for appointment scheduled

(Date)

Person has been provided information about employment services

YES ☐ NO ☐

Person does not feel they are employable

YES ☐ NO ☐

Person wants to apply for MRS services

YES ☐ NO ☐

## **SECTION IA**

### **JET Workforce Development Board Plan Approval/Modification Request Instructions**

#### **Identifying Information**

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the appropriate title for the plan being submitted. “JET Program” has been preprinted.
4. Policy Issuance (PI) Number: Enter the appropriate PI number. “07-12” has been preprinted.
5. Program Period: Identify the time period covered by the specific plan action. “10-01-07 through 09-30-08” has been preprinted.

**JET**  
**Workforce Development Board (WDB)**  
**Plan Approval/Modification Request**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): JET Program	
4. Policy Issuance Number: 07-12	5. Plan Period: 10-01-07 through 09-30-08

The Chief Elected Official (CEO[s]) and WDB hereby request approval of this document.

Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

(02/06)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.



## **SECTION IB**

### **JET**

#### **Michigan Works! Agency/Department of Human Services/Michigan Rehabilitation Services Plan Approval/Modification Request Instructions**

#### **Identifying Information**

1. Michigan Works! Agency (MWA) Name: Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Department of Human Services (DHS) Local Office: Enter the name of the DHS Local Office.
4. County and DHS District Number: Enter the name of the county and DHS District Number.
5. Michigan Rehabilitation Services (MRS) District Office: Enter the name of the MRS District Office.
6. MRS Division: Enter the name of the MRS Division.
7. Program Title: Enter the appropriate program title for the plan being submitted. "JET Program" has been preprinted.
8. Policy Issuance (PI) Number: Enter the appropriate PI number. "07-12" has been pre-printed.
9. Program Period: Identify the time period covered by the plan. "10-01-07 through 09-30-08" has been preprinted.

**JET**  
**Michigan Works! Agency/Department of Human Services/Michigan Rehabilitation Services**  
**Plan Approval/Modification Request**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Department of Human Services (DHS) Local Office:	4. County and DHS District Number:
5. Michigan Rehabilitation Services (MRS) District Office:	6. MRS Division:
7. Program Title:  JET Program	
8. Policy Issuance Number:  07-12	9. Plan Period:  10-01-07 through 09-30-08

The MWA, DHS local office and MRS district office have together developed the JET Program Plan and are in agreement with the contents of this document.

MWA Director	Date
DHS Local Office Director	Date
MRS District Office Director	Date

(10/06)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.

## **SECTION II**

### **JET Plan Narrative**

#### **1. MWA/DHS/MRS Identification Information**

JET Contact Person(s): Identify MWA, MRS, and DHS contact person(s) (including phone numbers, e-mail addresses, and fax numbers) for purposes of discussing the JET plan.

#### **2. Description of Joint Planning and Service Delivery Coordination**

- a. As part of the process of creating a new relationship structure, describe how you will do the following:
  - i. Engage community collaboratives.
  - ii. Link efforts with existing programs and efforts of Regional Skills Alliances and WDBs.
  - iii. Involve community and/or faith-based partners in the delivery of services.
  - iv. Create teams to plan and provide services. Teams will include, at a minimum, the DHS staff; MWA contracted service provider staff; the participant; MRS staff when appropriate; other specialized staff, such as Child Welfare and the Michigan State Housing Development Authority (MSHDA).
  - v. Hold periodic team meetings to conduct coordinated, ongoing assessments of the progress, celebrate successes, and identify changes in the plan, services, and the level of partner engagement that may improve or accelerate progress toward plan goals.
  - vi. Co-locate partner staff wherever possible to maximize teamwork, efficiency, and communication.
- b. Describe the process/strategy for conducting ongoing planning and program management to establish a culture of continuous improvement focused on the customer(s).
- c. Describe communication strategies for engaging local staff and key stakeholders in the ongoing program change and transformation work.

### 3. Description of Comprehensive Intake Process and JET Program Overview

- a. The first step in the process is a determination of the readiness of Family Independence Program (FIP) applicants/recipients to effectively engage in employment and training services through initial screening and assessment. Using a standardized screening tool and interview techniques, you will identify potential barriers to self-sufficiency including the risk of child abuse and neglect and, as needed, refer applicants/recipients to appropriate resources for such issues as substance abuse, mental illness, domestic violence, learning disabilities, etc. Professional assessments should be used to determine the severity of the problem(s) as well as recommended treatment options.
- b. Use the screening tools developed by the DHS and the Michigan Department of Labor & Economic Growth is required. Describe how these tools will be used:
  - i. Family Automated Screening Tool (DHS, MWA)
  - ii. Shared Family-Self Sufficiency Plan (FSSP) (electronic – all partners)
  - iii. Use of the set of screening and assessment tools developed/identified by the Workforce Action Network workgroup are required. For MWAs, this includes Work Keys, Copes & Cops, and Pesco. Tools will focus on entry-level occupations and jobs in high growth/high demand occupations. Pilot sites should identify in their plan any additional tools used.
- c. Describe how additional professional assessments and local resources will be used to address identified barriers.
- d. Include the MRS referral process as identified in the materials attached.
- e. Include a description of how orientation will be completed for employment, training, and education related services. The 1538 form (Work and Self-Sufficiency Activity Requirements for Cash Recipients) will be provided to the client during the application interview and personal orientation. All adult members of the household and youth ages 16-18 who are not attending school must sign this form.

### 4. Description of FSSP Development Process

As part of the intake process, a plan should be developed for each family. This plan will specifically outline services to be provided, explicit action steps for the family and the case manager(s), and expected time frames for completion of these and other self-sufficiency related actions. Development of this plan should result from team review of existing files/information, team interview(s) with applicants/recipients, and screening and assessment results. The FSSP will be shared electronically between DHS, MWA, MRS, MSHDA, and contracted service provider staff and updated as needed by the involved

partners. Technical assistance issues may be directed to the DHS' Department of Information and Technology Help Desk at (517) 241-9700.

- a. The JET plan must describe the local process for monitoring the joint development and maintenance of the FSSP using the automated (web-based) tool.
- b. It must also describe how services will be individualized as part of the FSSP.

5. Description of the Family, Employment, Education, and Training Services Delivery Process

The FSSP will serve as the basic tool for coordinating all family, employment, education, and training services to be provided. In addition, as part of the change to the JET Program, it is essential that enhanced family support and employment and training-related services be provided. These should include:

- Treatment services,
  - Supportive services,
  - Timely Supplemental Security Income (SSI) assessments,
  - Family stability services (including marriage and fatherhood services),
  - Life skills education and support,
  - Asset-building and financial support,
  - Remedial education,
  - Skill training and post-secondary education,
  - Employment readiness training, and
  - Structured employment search assistance.
- a. The local plan must describe the components that will be provided for family, education, and employment and training services, including pre- and post-employment support services.
  - b. It should also include some comments concerning the strategy for involving successful former program participants in the delivery of orientation or services.
  - c. In addition, it must describe the strategies for serving long-term recipients and others.

6. Description of Post-Employment Services and Support

Enhanced post-employment services will be offered for a minimum of 180 days after the initial placement. Participants will receive services to increase job-retention and long-term compliance with the self-sufficiency plan.

- a. Plans must describe how the following services will be provided:
  - Expand employer-based case management model (as employer funding/support is available),

- Case management contact,
  - Family crisis intervention,
  - Employment retention assistance,
  - Career advancement planning, and
  - Transitional support services.
- b. Plans must describe approach for engaging large/small employers in developing strategies to increase employee retention and advancement.
7. Description of New and Creative Ways for Making “Work Pay” and for Increasing the Financial Stability of the Family
- a. **Short-Term Family Support (STFS):** STFS is Michigan's diversion from on-going FIP for a target population of FIP applicants/recipients. Families who are normally self-sufficient and facing temporary obstacles to continued self-sufficiency may be better served by a one-time, lump sum payment. An STFS payment may resolve barriers quickly and prevent families from becoming dependent on public assistance. Key aspects of this program include:
- The STFS amount would be three times the group's monthly FIP grant.
  - The family would agree to repayment in the event on-going FIP is issued before the end of four months.
  - The family agrees to no cash assistance for four months.
- The plan must address local plans for screening and offering this option to appropriate families during the FIP intake process.
- b. **Earned Income Tax Credit:** The Earned Income Tax Credit and the Home Heating Credit are both important supports for employed FIP applicants/recipients. Local plans must specify how all FIP applicants/recipients will be informed about these credits, as well as how they will access free tax assistance that is available in the local community.
8. Description of Sanctioning Process

Under the JET Program, services and skill building resources for participants have been expanded and sanctions have been strengthened for those who do not comply. In the JET Program, it is as important that the participant follow through with treatment and family services as it is that they follow through with work participation requirements. Therefore, sanctions will apply for failure to participate in any part of the plan, even for those deferred from JET. Good cause for noncompliance must be determined jointly by the local DHS,

MWA subcontracted service provider staff, the participant, and MRS, when appropriate, prior to termination from the JET Program and FIP. Reports from and/or participation by other service providers may be used in making the good cause determination. If a participant is not in compliance, does not have good cause, and does not qualify for deferral as a result of specifically defined exemptions, applicable sanction penalties must be implemented.

### **SECTION III**

#### **JET**

#### **Temporary Assistance for Needy Families (TANF) Budget Information Summary (BIS) Instructions**

### **SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “07-12” has been preprinted.
4. Plan Period: Identify the time period covered by the plan (e.g., 10-01-07 through 09-30-08). “10-01-07 through 09-30-08” has been preprinted.

### **SECTION II - TOTAL FUNDS AVAILABLE**

1. Allocation: Enter total TANF amount allocated for the plan period.

### **SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. Direct Participant Services: Enter the amount to be spent for Direct Participant Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Participant Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants;
- Screening and assessments;
- Development of employability plans;
- Work activities;
- Work supports;
- Case management;
- Salaries and benefits for staff providing program services; and



- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education and Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education and training activities include secondary education (including alternative programs); adult education, GED, and English as a Second Language classes; education directly related to employment; education provided as vocational educational training; and post-secondary education.

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational educational training; (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchase: Enter the cumulative amount to be spent on auto purchases for the plan period.
- b. Public Transportation Allowance: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.
- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions;
  - Preparation of program plans, budgets, and schedules;
  - Monitoring of programs and projects;
  - Fraud and abuse units;
  - Procurement activities;
  - Public relations;
  - Services related to accounting, litigation, audits, management of property, payroll, and personnel;
  - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space);
  - Travel costs incurred for official business;
  - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff); and
  - Preparing reports and other documents.
- b. Information Technology and Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develops, maintains, supports, and/or operates the tracking and monitoring portions of the

information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JET  
TANF - BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Policy Issuance Number: 07-12	4. Plan Period: 10-01-07 through 09-30-08

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: TANF	Amount
1. Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Direct Participant Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education and Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(07/07)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

**The Budget Information Summary must be in compliance with PRWORA of 1996. Non-compliance penalty results in withholding of funds.**

**JET**  
**State General Fund/General Purpose (GF/GP)**  
**Budget Information Summary (BIS)**  
**Instructions**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “07-12” has been preprinted.
4. Plan Period: Identify the time period covered by the plan (e.g., 10-01-07 through 09-30-08). “10-01-07 through 09-30-08” has been preprinted.

**SECTION II - TOTAL FUNDS AVAILABLE**

1. Allocation: Enter total TANF amount allocated for the plan period.

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

1. Direct Participant Services: Enter the amount to be spent for Direct Participant Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Participant Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants;
- Screening and assessments;
- Development of employability plans;
- Work activities;
- Work supports;
- Case management;
- Salaries and benefits for staff providing program services; and
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.

- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education and Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education and training activities include secondary education (including alternative programs); adult education, GED, and English as a Second Language classes; education directly related to employment; education provided as vocational educational training; and post-secondary education.

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

Other work activities include (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training, job search and job readiness, job skills training, and training provided as vocational educational training; (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups); and (c) other work-related expenses (such as costs for work clothes and equipment). Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment.

2. Supportive Services: Enter the amount to be spent for each of the Supportive Services cost categories during the plan period.

- a. Auto Purchase: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowance: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.

3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.

- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions;
  - Preparation of program plans, budgets, and schedules;
  - Monitoring of programs and projects;
  - Fraud and abuse units;
  - Procurement activities;
  - Public relations;
  - Services related to accounting, litigation, audits, management of property, payroll, and personnel;
  - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental and maintenance of office space);
  - Travel costs incurred for official business;
  - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff); and
  - Preparing reports and other documents.
- b. Information Technology and Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develops, maintains, supports, and/or operates the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.

4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**JET  
GF/GP - BIS**

**SECTION I - IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):		2. MWA Number:
3. Policy Issuance Number: 07-12	4. Plan Period: 10-01-07 through 09-30-08	

**SECTION II - TOTAL FUNDS AVAILABLE**

Funding Source: GF/GP	Amount
1. Allocation	\$

**SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Direct Participant Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education and Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchase	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(07/07)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

**The Budget Information Summary must be in compliance with PRWORA of 1996. Non-compliance penalty results in withholding of funds.**